



RESIDENTIAL BUILDING PERMIT APPLICATION CHECK LIST

New Single Family, Duplex, Triplex, and Additions to Existing Buildings and other Part 9 Buildings.

Drawings or Documentation Required –
1 copy of all drawings are required.

Scale not less than 3/16" = 1'-0" (1:50), unless otherwise noted.

Reserved for BP Label

Drawing Section	Details Required
SITE PLAN	<ul style="list-style-type: none"> <input type="checkbox"/> Scaled site plans with dimensions of boundaries and north arrow. <input type="checkbox"/> Location of existing or proposed structure(s) or additions, including porches, decks, eave overhangs, chimneys, and cantilevers. <input type="checkbox"/> Distances from the structure to property lines. <input type="checkbox"/> Names of existing streets or roads. <input type="checkbox"/> Geodetic elevations of site, including finished grades, bottom of footings, top of foundation wall, finished main floor. <input type="checkbox"/> Lowest top of footing, sanitary, bearing certificate, and special foundation elevations. <input type="checkbox"/> Soffit protection, if required.
FOUNDATION PLAN	<ul style="list-style-type: none"> <input type="checkbox"/> Beam calculations for loads transferred to the beam other than through uniform loading covered by Division B-Part 9. <input type="checkbox"/> Manufacturer’s design drawings for all manufactured structural components. <input type="checkbox"/> Engineered design for window openings larger than 48” with professional stamp. <input type="checkbox"/> Radon gas extraction rough-in. <input type="checkbox"/> Design of engineered columns where loads exceed 8000 LBS, including pad footing details.
FLOOR PLAN	<ul style="list-style-type: none"> <input type="checkbox"/> For all levels, complete with floor area of developed spaces. <input type="checkbox"/> Deck and patio floor area, pad/footing sizes, and reinforcement. <input type="checkbox"/> Window sizes and types, door sizes. <input type="checkbox"/> Locations of smoke and CO detectors. <input type="checkbox"/> Roof access size and location. <input type="checkbox"/> Electrical panel location.
CROSS SECTION	<ul style="list-style-type: none"> <input type="checkbox"/> Complete with all construction details, including tall wall design details (if required). <input type="checkbox"/> Concrete slab thicknesses, footing and foundation wall type and height, damp proofing, wall and footing reinforcement, strength and type of concrete. <input type="checkbox"/> Framing material used: insulation (R value - and type used), vapour barrier, fire ratings (if required). <input type="checkbox"/> Spray foam insulation thickness and brand name. <input type="checkbox"/> Wall heights, landing sizes, stair widths and riser heights. <input type="checkbox"/> Wall and roof finishes (OSB or plywood thicknesses, wall, roof finishes, and roof slope).
ELEVATIONS	<ul style="list-style-type: none"> <input type="checkbox"/> Must include front, rear, and two side walls, including the calculations of unprotected openings based on site specific limited distances. <input type="checkbox"/> Building height, finished ground level, and exterior finishing material. <input type="checkbox"/> Overhangs that require soffit protection.

FLOOR JOIST ROOF TRUSS	<input type="checkbox"/> Layouts complete with point load calculations. <input type="checkbox"/> Beam types and sizes, joist hangers types. <input type="checkbox"/> Blocking panels.																																																												
9.36. ENERGY EFFICIENCY	<p>COMPLIANCE PATH. Select one path to 9.36. Energy Efficiency Compliance – Refer to the 9.36 User Guide for additional information</p> <table border="1" data-bbox="337 365 1526 436"> <tr> <td data-bbox="337 365 634 436"><input type="checkbox"/> Prescriptive</td> <td data-bbox="634 365 943 436"><input type="checkbox"/> Trade-off</td> <td data-bbox="943 365 1252 436"><input type="checkbox"/> Performance</td> <td data-bbox="1252 365 1526 436"> <input type="checkbox"/> NECB <small>Note: Does not include 10m2 exemptions for additions</small> </td> </tr> </table>	<input type="checkbox"/> Prescriptive	<input type="checkbox"/> Trade-off	<input type="checkbox"/> Performance	<input type="checkbox"/> NECB <small>Note: Does not include 10m2 exemptions for additions</small>																																																								
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9.36. ALL COMPLIANCE PATHS	<p>PROVIDE DETAILS OR SCHEDULES ON DRAWINGS SHOWING:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify on the plans all assemblies containing heating pipes, cables, or membranes. <input type="checkbox"/> Identify if a Heat Recovery Ventilator is proposed, which type, and efficiency. <input type="checkbox"/> Indicate Effective RSI values for all assemblies of the building envelope, both above and below ground (walls, floors, attics, roofs and skylight sidewalls). <input type="checkbox"/> Provide calculations used to determine the RSI values (hand calculations or software program). <input type="checkbox"/> Provide U-values for windows, doors, and skylights. <input type="checkbox"/> Indicate the air barrier systems proposed. <input type="checkbox"/> Indicate the HVAC equipment type and efficiency, dampers, on intakes and outlets. <input type="checkbox"/> Note the Service Hot Water type and efficiency. <input type="checkbox"/> Note if Hot Water recirculation is proposed, the thickness and extent of pipe insulation to be used in the Service Hot Water system. <p>PROVIDE DETAILS ON DRAWINGS SHOWING:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attic hatch, eaves/top of wall, upper floor rim joist, top of basement wall/main floor junction, slab/footing junction, cantilever, bonus room over attached garage including ducts, typical outlet box detail, and typical window/door jamb and sealants to be used. <input type="checkbox"/> Party wall meeting an exterior wall, electric meter/vent pipe/ duct in insulated walls, skylight shaft walls, slab edges in walkout basements and heated slabs, masonry chimneys and fireplaces. 																																																												
9.36. TRADE-OFF COMPLIANCE PATH	<ul style="list-style-type: none"> <input type="checkbox"/> In addition to the information required above, a trade-off calculation completed in accordance with 9.36.2.11 must be submitted for any trade-off carried out for above ground assemblies. <input type="checkbox"/> The areas of assemblies used in the calculation must be clearly identified on the drawings. 																																																												
9.36. PERFORMANCE COMPLIANCE PATH	<p>Information provided below sets the parameters for the energy simulation used to demonstrate compliance with the Division B Section 9.36 via the performance path.</p> <table border="1" data-bbox="337 1209 1526 1843"> <thead> <tr> <th colspan="2">Referenced Model</th> <th colspan="2">Proposed Model</th> </tr> </thead> <tbody> <tr> <td colspan="4">Which direction does the front of the house face as modeled (N, NE, E, SE, S, SW, W, NW):</td> </tr> <tr> <td>Airtightness (ACH @ 50Pa)</td> <td>2.5 <input type="checkbox"/></td> <td>Airtightness (ACH @ 50Pa)</td> <td>3.2 <input type="checkbox"/> 2.5 <input type="checkbox"/> other: <input type="checkbox"/></td> </tr> <tr> <td>Solar Heat Gain Co-Efficient Glazing (SHGC)</td> <td>0.26 <input type="checkbox"/></td> <td>Solar Heat Gain Co-Efficient Glazing (SHGC):</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Thermal Mass (MJ/m2 degrees C)</td> <td>0.06 <input type="checkbox"/></td> <td>Thermal Mass (MJ/m2 degrees C):</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Solar Absorbance</td> <td>0.4 <input type="checkbox"/></td> <td>Solar Absorbance:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>FDWR (%)</td> <td>17 <input type="checkbox"/> 22 <input type="checkbox"/> other: <input type="checkbox"/></td> <td>FDWR (%):</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Area of Fenestration North Elevation (m2):</td> <td><input type="checkbox"/></td> <td>Area of Fenestration North Elevation (m2):</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Area of Fenestration South Elevation (m2):</td> <td><input type="checkbox"/></td> <td>Area of Fenestration South Elevation (m2):</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Area of Fenestration East Elevation (m2):</td> <td><input type="checkbox"/></td> <td>Area of Fenestration East Elevation (m2):</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Area of Fenestration West Elevation (m2):</td> <td><input type="checkbox"/></td> <td>Area of Fenestration West Elevation (m2):</td> <td><input type="checkbox"/></td> </tr> <tr> <td>HVAC System Efficiency (%):</td> <td><input type="checkbox"/></td> <td>HVAC System Efficiency (%):</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Space cooling Equipment Efficiency (%):</td> <td><input type="checkbox"/></td> <td>Space cooling Equipment Efficiency (%):</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Service Water Heater Efficiency (%):</td> <td><input type="checkbox"/></td> <td>Service Water Heater Efficiency (%):</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Ventilation Rates (L/s):</td> <td><input type="checkbox"/></td> <td>Ventilation Rates (L/s):</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>NOTE: If the ACH rate entered above for the proposed house is less than 2.5.ACH, a blower door test will be required prior to occupancy. A note to this effect shall be placed on the drawings.</p>	Referenced Model		Proposed Model		Which direction does the front of the house face as modeled (N, NE, E, SE, S, SW, W, NW):				Airtightness (ACH @ 50Pa)	2.5 <input type="checkbox"/>	Airtightness (ACH @ 50Pa)	3.2 <input type="checkbox"/> 2.5 <input type="checkbox"/> other: <input type="checkbox"/>	Solar Heat Gain Co-Efficient Glazing (SHGC)	0.26 <input type="checkbox"/>	Solar Heat Gain Co-Efficient Glazing (SHGC):	<input type="checkbox"/>	Thermal Mass (MJ/m2 degrees C)	0.06 <input type="checkbox"/>	Thermal Mass (MJ/m2 degrees C):	<input type="checkbox"/>	Solar Absorbance	0.4 <input type="checkbox"/>	Solar Absorbance:	<input type="checkbox"/>	FDWR (%)	17 <input type="checkbox"/> 22 <input type="checkbox"/> other: <input type="checkbox"/>	FDWR (%):	<input type="checkbox"/>	Area of Fenestration North Elevation (m2):	<input type="checkbox"/>	Area of Fenestration North Elevation (m2):	<input type="checkbox"/>	Area of Fenestration South Elevation (m2):	<input type="checkbox"/>	Area of Fenestration South Elevation (m2):	<input type="checkbox"/>	Area of Fenestration East Elevation (m2):	<input type="checkbox"/>	Area of Fenestration East Elevation (m2):	<input type="checkbox"/>	Area of Fenestration West Elevation (m2):	<input type="checkbox"/>	Area of Fenestration West Elevation (m2):	<input type="checkbox"/>	HVAC System Efficiency (%):	<input type="checkbox"/>	HVAC System Efficiency (%):	<input type="checkbox"/>	Space cooling Equipment Efficiency (%):	<input type="checkbox"/>	Space cooling Equipment Efficiency (%):	<input type="checkbox"/>	Service Water Heater Efficiency (%):	<input type="checkbox"/>	Service Water Heater Efficiency (%):	<input type="checkbox"/>	Ventilation Rates (L/s):	<input type="checkbox"/>	Ventilation Rates (L/s):	<input type="checkbox"/>
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Performance Data Summary

Target Energy Use (reference)

Calculated Energy Use (proposed)

Software

Software Title:

Version:

Software Adaptations Made:

Please attach the full modelling report generated by an ANSI/ASHRAE compliant software package to this form. Failure to submit the complete report will result in your application being placed on hold.

Declaration

Please indicate the person responsible for preparing the calculations used to show compliance with Division B Section 9.36.

Name:

Representing firm:

Contact information:

Email:

Telephone:

Address:

I hereby certify that the calculations submitted were prepared in full accordance with the Division B Section 9.36 and operating procedures of the software.

Signature

Nothing in this form, or attached calculations, shall preclude the Safety Codes Officer reviewing this file and requesting an appropriate professional to stamp and sign the submission.

Alternate Solution - Compliance with this code shall be achieved by complying with the applicable solutions in Division B or using alternative solutions that will achieve at least the minimum level of performance required by Division B in the areas defined by the objections and functional statements attributed to the applicable solutions. Alternate solutions must be submitted together with the permit application and the appropriate fees must be paid. Contact a Building Safety Codes Officer for additional information.

Note: An alternate solution may or may not be accepted. A Variance issued as a result of an approved alternate solution does not set a precedence and is site specific.

No work shall commence prior to the issuance of a Building Permit. Double fees apply to all work that has been started or completed prior to permit issuance. Permits may also be required for Electrical and Mechanical work. Inspections are required at certain stages of construction so that the Safety Codes Officers can verify compliance with the Safety Codes Act. Please review the required inspections noted on the Plan Check letter issued with your Building Permit.

The following offences under the Safety Codes Act are subject to penalties:

- Failure to call for a required inspection
- Failure to call for a re-inspection when requested
- Occupying a New Building without prior approval by a Building Safety Codes Officer
- Failure to submit a Verification of Compliance upon request
- Failure to provide access for the required inspections

**Refer to the current Fees and Charges for all penalties and Fines*